

TOWN OF STONINGTON  
BOARD OF FINANCE  
RECORDING SECRETARY POSITION

Recording Secretary to the Board of Finance. \$225.00 per meeting. Requires attendance at night meetings of the Board. Regular monthly meetings are on the 1<sup>st</sup> Wednesday of every month, meetings begin at 7:15pm and end when the Board has concluded its business, regular meetings generally run between one and one-half hours. Duties include, but are not limited to preparing and posting meeting agendas and minutes at the Town Clerk's office, preparing Board correspondence prior to and after meetings, and scheduling meeting rooms.

In addition to the regular monthly meetings, the position also requires attendance at Board of Finance Budget meetings during budget season. Budget season generally runs from the second or third week in February through the first week of April. The candidate can expect to attend 8 or nine meetings during this period. Budget meetings usually start at 7:00pm and may run as long as three to three and a half hours on occasion. The anticipated 2022 budget calendar is attached, but is subject to change.

**The Town of Stonington is an EOE**

A Town of Stonington Employment Application **MUST** be submitted in one the of 3 ways listed below, by 3:30 PM on Thursday, December 30, 2021

**EMAILED** to [jsullivan@stonington-ct.gov](mailto:jsullivan@stonington-ct.gov)

**MAILED or HAND DELIVERED to James Sullivan, Director of Finance, Stonington Town Hall, 152 Elm Street, Stonington, CT 06378**

**Put in the Drop Box at the top of the stairs at Stonington Town Hall, 152 Elm Street, Stonington, CT**